

State of California

M E M O R A N D U M

March 5, 2003

Travel and per diem rates for consultants are reimbursed at Non-Represented rates for State employees as explained below. Therefore, reference to employee is interchangeable to contractor.

TRAVEL PROGRAM

All items claimed are to be for the ACTUAL AMOUNT OF EXPENSE up to the maximum allowed. There are no flat rate reimbursements. If the provisions below do not require submission of a receipt for a given item of expense, it is the employee's responsibility to retain receipts and other records of the expense and have them available for audit.

Lodging and meals that are either provided by the State, included in hotel expenses, conference fees, or transportation costs such as airline tickets, or otherwise provided, shall not be claimed for reimbursement.

MEALS AND INCIDENTALS – SHORT TERM TRAVEL

Employees may be reimbursed for the ACTUAL EXPENSES for breakfast, lunch, dinner, and incidentals for each 24 hours of travel as follows:

Breakfast	up to \$ 6.00
Lunch	up to \$10.00
Dinner	up to \$18.00
Incidentals	up to \$ 6.00

Note: Incidental expenses include, but are not limited to, expenses for laundering and pressing of clothing, and tips for services such as porters and baggage handlers. Incidentals do not include taxicab fares, lodging taxes, or the costs of telegrams or telephone calls.

LODGING RECEIPTS

All lodging reimbursements require a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. Employees who stay with friends or relatives are not eligible for lodging reimbursement, but may claim their actual expenses for meals and incidentals.

SHORT-TERM TRAVEL TIME FRAMES

- A. For continuous short-term travel of MORE than 24 hours but less than 31 days, the employee will be reimbursed for actual costs up to a maximum for each meal, incidental, and lodging expense for each completed 24 hours of travel, beginning with the traveler's time of departure and return as follows:

1. On the first day of travel at the beginning of a trip of more than 24 hours:

Trip begins at or before 6 a.m. – Breakfast may be claimed

Trip begins at or before 11 a.m. – Lunch may be claimed

Trip begins at or before 5 p.m. – Dinner may be claimed

2. On the fractional day of travel at the end of a trip or more than 24 hours:

Trip ends at or before 8 a.m. – Breakfast may be claimed

Trip ends at or before 2 p.m. – Lunch may be claimed

Trip ends at or before 7 p.m. – Dinner may be claimed

If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any 24-hour period.

B. For continuous travel of LESS than 24 hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

Travel begins at or before 6 a.m. and ends at or after 8 a.m. – Breakfast may be claimed.

Travel begins at or before 4 p.m. and ends at or after 7 p.m. – Dinner may be claimed.

If the trip extends overnight, receipted lodging may be claimed. No lunch or incidentals may be claimed on a trip of less than 24 hours.

SHORT-TERM TRAVEL MAXIMUM, LODGING REIMBURSEMENT FOR EXCLUDED AND REPRESENTED EMPLOYEES

- A. Statewide, except as in (B) and (C) below, actual receipted lodging up to \$84 plus tax.
- B. When required to conduct State business and obtain lodging in the counties of Los Angeles and San Diego, reimbursement will be for actual receipted lodging to a maximum of \$110 plus tax.
- C. When required to conduct State business and obtain lodging in the counties of Alameda, San Francisco, San Mateo and Santa Clara, reimbursement will be for actual receipted lodging to a maximum of \$140 plus tax.

LONG-TERM TRAVEL

Actual expenses for long-term meals and receipted lodging will be reimbursed when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

- A. Full Long-Term Travel – To qualify for a full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:
 - The employee continues to maintain a permanent residence at the primary headquarters, and either
 - The permanent residence is occupied by the employee's dependents, or
 - The permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

The employee who is living at the long-term location may claim either:

- 1. Reimbursement for actual individual expense, substantiated by receipts, for lodging, water, sewer, gas and electricity, up to a maximum of \$1130 per Calendar month while on the long-term assignment, and actual expenses up to \$10 for meals and incidentals, for each period of

12 to 24 hours and up to \$5 for actual meals and incidentals for each period of less than 12 hours at the long-term location, or

2. Long-term, subsistence rates of \$24 for actual meals and incidentals and \$24 for receipted lodging for travel of 12 hours up to 24 hours, and either \$24 for actual meals or \$24 for receipted lodging for travel less than 12 hours when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

Partial Long-Term Travel – An employee on long-term field assignment who does not maintain a separate residence in the headquarters area may claim long-term subsistence rates of up to \$12 for actual meals and incidentals and \$12 for receipted lodging for travel of 12 hours up to 24 hours at the long-term location, and either \$12 for actual meals or \$12 for receipted lodging for travel less than 12 hours at the long-term location.

RECEIPTS

Receipts or vouchers shall be submitted for every item of expense of \$25 or more.

- A. Receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for ACTUAL EXPENSES as follows;
 1. Railroad and bus fares of less than \$25 when travel is wholly within the State of California.
 2. Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in this item.
 3. Telephone, telegraph, taxi, or other business charges related to State business of \$5 or less.
 4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
- B. Reimbursement will be claimed only for actual necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actual and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

MILEAGE

When an employee is authorized by his/her appointing authority or designee to operate a privately owned vehicle on State business, the employee will be allowed to claim and be reimbursed 34 cents per mile.

An employee who is required to use a specialized vehicle that has been modified to accommodate disabilities may claim 37 cents per mile.

Employees not specifically addressed in this memo continue to be subject to the 31 cents per mile reimbursement rate.

RELOCATION PROGRAM

Excluded employees and Represented employees shall continue to be subject to the relocation rules for excluded employees.

Represented employees shall continue to be subject to the relocation rules for Represented employees.

TRANSPORTATION BY PRIVATELY OWNED AUTOMOBILE.

- (a) No reimbursement of transportation expense shall be allowed any passenger in any vehicle operated by another state officer, employee or member.
- (1) Expenses arising from travel between home and headquarters or garage shall not be allowed regardless of the employee's normal mode of transportation.
- (2) When a trip is commenced or terminated at a claimant's home on a regularly scheduled work day, the distance traveled shall be computed from either his/her residence or headquarters, whichever shall result in the lesser.
- (3) However, if the employee commences or terminates travel on a regularly scheduled day off, mileage may be computed from his/her residence.
- (b) Where the employee's use of a privately owned automobile is authorized for travel to or from a common carrier terminal, and the automobile is not parked at the terminal during the period of travel, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the automobile for the distance between the terminal and his/her residence or headquarters (see Section 599.631 (a) for specifics). If the employee commences or terminates travel one hour before or after his/her regularly scheduled work day, or on a regularly scheduled day off, mileage may be computed from his/her residence.
- (c) All ferry, bridge, or toll road charges will be allowed with any required receipts.
- (d) All necessary parking charges while on state business will be allowed, with any required receipts, for: (1) Day parking on trips away from the headquarters office and employee's primary residence. (2) Overnight public parking on trips away from the headquarters and employee's primary residence, except that parking shall not be claimed if expense-free overnight parking is available. (3) Day parking adjacent to either a headquarters office, a temporary job site or training site, but only if the excluded employee had other reimbursable private or state automobile expenses for the same day. An employee may not prorate weekly or monthly parking fees.
- (e) Gasoline, maintenance and automobile repair expenses will not be allowed.
- (f) The mileage reimbursement rates included the cost of maintaining liability insurance at the minimum amount prescribed by a law and collision insurance sufficient to cover the reasonable value of the automobile, less a deductible. When a privately owned automobile operated by state officer, agent, or excluded employee is damaged by collision or is otherwise accidentally damaged, reimbursement for repair or the deductible to a maximum of \$500.00 will be allowed if: (1) The damage occurred while the automobile was used on official state business by permission or authorization of the employing agency; and (2) The automobile was damaged through no fault of the state officer, agent or employee; and (3) The amount claimed is an actual loss to the state officer, agent or employee, and is not recoverable directly from or through the insurance coverage of any party involved in the accident; and (4) The loss claimed does not result from a decision of a state officer, agent or employee not to maintain collision coverage; and (5) The claim is processed in accordance with the procedures prescribe by the Department of Personnel Administration.

OUT OF STATE TRAVEL

Out-of-state travel is any travel outside the State of California for the purpose of conducting state business.

For short-term out-of-state travel, employees will be reimbursed for actual lodging expenses, supported by a receipt, and will be reimbursed for meal and incidental expenses as previously defined by this document.

OUT OF COUNTRY TRAVEL

For short-term out-of-country travel, employees will be reimbursed for actual lodging expenses, supported by a receipt, and will be reimbursed for actual meal and incidental expenses subject to maximum rates in accordance with the published Government meal and incidental rates for foreign travel for the dates of travel. Failure to furnish lodging receipts will limit reimbursement to meals only in accordance with the published Government meal and incidental rates for foreign travel.

Exceptions to reimburse in excess of this maximum lodging rate may be granted by the Appointing Power only in an emergency, or when there is no lodging available at the State maximum rate or when it is cost effective. The Appointing Power shall document the reasons for each exception and shall keep this documentation on file for three calendar years from the date of the exception.